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ABSTRACT

The twenty-four job descriptions in this report represent a consensus of all the participants. The participants feel that the full capabilities of the incumbent of a job are not utilized. The job descriptions illustrate the increased standards of performance of professional categories and provide for the assignment of non-professional duties to other job classifications. Descriptions are provided for the following occupational titles: (1) community aide (four descriptions), (2) library technical assistant (three descriptions), (3) library associate (three descriptions), (4) cataloging assistant, (5) librarian - fifth year (seven descriptions), (6) personnel and budget officer, (7) media librarian or media specialist, (8) librarian - sixth year librarian/specialist, (9) sixth year - assistant director of libraries, (10) director of libraries (senior librarian - large public library), and (11) library specialist - Chicano studies librarian. (MM)

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# Library Job Descriptions

Prepared by the
Participants in the HEW Funded Institute
"Utilization of Library Manpower"
November 29 - December 10, 1971

Graduate School of Librarianship
University of Denver

John T. Eastlick
Director of the Institute

LI 003 324

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# PREFACE

The job descriptions included in this report were prepared by participants in the HEW funded Institute on "Utilization of Library Manpower" held at the Graduate School of Librarianship, University of Denver, November 29 - December 10, 1971. Participants, working in small groups, developed the first drafts of the job descriptions which were reviewed, edited and modified by the total group. These job descriptions, which are the major product of the Institute, represent a consensus of all the participants.

The participants requested that the job descriptions be issued without any major editing. However, they expressed concern that the job descriptions might be misused by librarians in the field. Participants operated on the premise that most jobs in libraries are too small and require too little effort on the part of employees. The full capabilities of the incumbent of a job are not utilized. Therefore, the attempt was made to prepare a group of job descriptions which, following the recommendations of the ALA policy on Library Education and Manpower (adopted by ALA Council, June 1970), illustrated increased standards of performance of professional categories and provided for the assignment of non-professional duties to other job classifications.

Participants of the Institute emphasized that the job descriptions included herein are to be considered as examples only; they urge that none be adopted in total by any library. Rather, using these as examples, institutions should prepare their own job descriptions which meet their needs and organizational requirements. But it was the hope of all participants that this contribution to library personnel administration would encourage administrators to develop jobs which would permit full use of an employee's capabilities, which would encourage innovative and creative performance by the employee and which would cause the employee to "stretch" and grow on the job.

John T. Eastlick
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Position Title: Community Aide I
Department: Library Division: Community Services

Purpose and Scope:

The Community Aide acts as a representative of the public library in certain assigned areas within the library's service limits; investigates the educational, recreational, and social needs of the assigned area and recommends ways in which the public library may serve these needs as a single unit or in cooperation with other public and private agencies.

The Community Aide also makes every effort to become and remain sensitive to the attitudes of all residents of the assigned area so that he may participate in the planning and implementation of programs initiated under the direction of the librarian in charge of Community Services.

The Community Aide works under the immediate supervision of the Community Services Librarian. If it is determined that he may more conveniently establish a base of operations in a branch library or other outlet of the system, he will be expected to recognize the authority in charge of this unit.

Principal Responsibilities:

1. To establish and maintain liaison between the public library and the assigned area
2. To become thoroughly familiar with policy and procedures pertaining to the Community Aide responsibilities and to adhere to these in action and interpretation.
3. To become integrated into the assigned segment of the community by working with community leaders, taking part in activities, attending meetings, visiting residents in their homes, thus introducing the public library
4. To schedule library related programs
5. To disseminate publicity approved by the librarian in charge of Community Services
6. To cooperate with elementary and high school teachers in introducing and promoting use of the public library
7. To explore the possibility of establishing and maintaining deposit stations in the area and supervising these collections
8. To prepare progress and statistical reports as ordered by the Community Services Librarian
9. To perform other duties, as requested, within the scope of the position

Requirements:

Education: Evidence of having completed the twelfth grade or a GED. In addition, attendance at an in-service training program sponsored by the library for Community Aides.

Experience: None

Special Skills: Ability to gain confidence of groups and individuals of all ages. Ability to communicate in English and the language of the area served. Ability to type, helpful but not essential. Ability to drive and have a valid driver's license.

Relationships:

Internal: Library staff at all levels

External: Community leaders within the assigned area; also, residents at all social and economic levels, of all ages

Supervision of Personnel:

None

Position Title: Community Aide (Public Library)

Purpose and Scope:

Under supervision of Community Specialist encourages and promotes the use of public facilities by members of the community by acting as liaison between community and library

Principal Responsibilities:

1. Become identified as a representative of the library with individuals and groups within the community by such methods as membership in organizations; attendance at community meetings; visits to organizations, places of recreation, community center and homes; street encounters
2. Locate community areas in need of library services and recommend services and materials relevant to them
3. Assume responsibility for maintenance of such services for which responsibility has been assigned
4. Distribute library publicity in the community and provide potential library users with information relative to library services
5. Assist in community programs of other agencies of library when joint effort is required
6. Keep Community Specialist advised of activities by established means of communication

Requirements:

Education and Experience: Completion of high school, or an equivalent amount of training and experience

Special Skills: Requires knowledge of library operations and special knowledge of community being served. Requires ability to deal persuasively, courteously and tactfully with the public with whom they are to relate. Requires ability to drive and to have a valid driver's license.

Relationships:

Internal: Contact with librarians and clerical in relation to materials and programming of services to community

External: Public contact principal activity of community aide

Supervision of Personnel:

Supervises subordinate personnel as necessary

Position Title: Community Aide I
Library Department, Community Services Division

Purpose and Scope:

To make community contacts for the purpose of explaining and promoting greater use of the library; to show how the library functions in the interests of its clientele; to discover informational and service needs in select neighborhoods; to report such needs to the library; and to assist in implementing services to meet such needs. Works under the direction of the Community Services Specialist.

Principal Responsibilities:

To make contacts with and gain the confidence of individuals, groups and organizations to which the library can be helpful
To introduce and promote library services to non-library users
To discover specific programs, activity or service needs which the library can implement to improve or extend its services
To take an active part in community activities such as serving on boards, and committees and attending public or institutional meetings to represent the library
To keep abreast of local events and activities particularly those of interest to local ethnic groups
To suggest, assist in assembling and distribute library publications, publicity and materials relevant to community interests and needs
To encourage and assist in arranging library visits by individuals and groups
To contact community agencies capable of providing needed services to the community
To perform other related library duties as necessary
To provide complete periodic and progress reports according to procedure

Requirements:

Education: High School Certificate, GED or equivalent community service experience
Experience: None
Special Skills: Ability to appreciate and understand library objectives and policies; ability to get along with people, to relate and be accepted in the community, and to recognize problems and needs; possess language and communication skills appropriate to the position; ability to drive and have a valid driver's license

Relationships:

Internal: Library staff through the Community Services Specialist
External: Direct relations within the community

Supervision of Personnel:

None

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## Community Aide

The Community Aide is a library employee, supportive to the Community Services Division, whose primary responsibility is to establish and maintain liaison between the library and a designated neighborhood or community.

Knowledge, Skills and Abilities:

1. Knowledge of rudimentary library objectives, policies, and procedures. This knowledge will be acquired through orientation and intensive in-service training upon employment.
2. Knowledge of the neighborhood or community to be served and its physical lay-out.
3. Ability to relate and be accepted by residents within this area.
4. Ability to recognize problems and needs.
5. Ability to communicate effectively and to speak publicly.
6. Ability to communicate in the language generally spoken in the assigned area.
7. Ability to exercise sound judgment and initiative as needed.
8. Ability to report findings to Community Services Specialist with suggestions for implementation of new services and programs to satisfy needs.
9. Ability to record data and prepare progress reports.

Typical Tasks:

1. Introduce and promote library services to non-users.
2. Meet with neighborhood groups, organizations, and individuals to maintain liaison between the library and the local community
3. Distribute library publicity and relevant materials as directed
4. Establish and maintain deposit stations in the assigned area

## Library Technical Assistant

The Library Technical Assistant is an employee supportive to higher ranks and whose duties require knowledge and skill based on an associate degree from an accredited institution reflecting general college education that includes instruction in library operations or an equivalent background. The tasks assigned to technicians will vary in complexity and comprehensiveness according to the size and the type of library. The tasks fall under the categories of public services, technical processes, and media services. While these tasks may include certain clerical skills, the performance emphasis will be at the technical level. The Library Technical Assistant may perform or supervise the performances of any of the tasks outlined.

Knowledges, Abilities and Skills:

1. Knows policies, procedures, and routines of library operations including public, technical, and media services
2. Possesses proficiency in basic clerical skills
3. Possesses oral and written communication skills
4. Possesses a service orientation and ability to work for and with the library public and staff, often in a supervisory capacity at the basic operational level
5. Possesses ability to exercise judgment within the policies and procedures established and to make decisions within ranges prescribed

Typical Tasks:

1. Performs circulation operations
2. Searches catalogs and bibliographic tools
3. Maintains records of serial holdings
4. Creates master tape files and duplications
5. Performs information services work usually limited to providing facts available in general reference tools

Position Title: Library Technical Assistant I

Purpose and Scope:

A Library Technical Assistant is an employee supportive to higher ranks and whose duties require knowledge and skills based on an Associate degree from an accredited institution, reflecting general college education and instruction in library operations or equivalent background.

The tasks assigned to technicians will vary in complexity and comprehensiveness according to the size and type of library. These tasks fall under the categories of public services, technical processing and media services. While these tasks may include certain clerical skills, the performance emphasis will be at the technical level. The Library Technical Assistant may perform or supervise the performance of any of the tasks outlined.

Principal Responsibilities:

General remarks: Employees on this level perform basic duties which require the application of library procedures and techniques under supervision of the next higher rank. Advancement from Library Technical Assistant I to Library Technical Assistant II is dependent upon additional knowledge gained from on the job experience and the assumption of greater responsibilities within the minimum period of two years.

Typical Tasks:

1. Operates and maintains circulation desk
2. Assists in the general reference and other public service areas
3. Supervises and instructs in the use of audio-visual materials and equipment, including microforms
4. Performs a variety of tasks pertaining to acquisition, organization, preparation and preservation of library materials
5. Assists in the maintenance of serials
6. Supervises clerical staff

Requirements:

Education: Associate degree with Library Technical Assistant training or one year of college course work and equivalent of library experience

Experience: None for the Associate degree; two years for equivalency

Special Skills: The Library Technical Assistant is expected to be proficient in clerical, oral and written communication skills and should be able to work effectively with staff and public

Position Title: Library Technical Assistant II

Purpose and Scope:

A Library Technical Assistant is an employee supportive to higher ranks and whose duties require knowledge and skills based on an associate degree from an accredited institution, reflecting general college education and instruction in library operations or equivalent background.

The tasks assigned to technicians will vary in complexity and comprehensiveness according to the size and type of library. These tasks fall under the categories of public services, technical processing and media services. While these tasks may include certain clerical skills, the performance emphasis will be at the technical level. The Library Technical Assistant may perform or supervise the performance of any of the tasks outlined.

Principal Responsibilities:

General remarks: The Library Technical Assistant II performs the most complex tasks requiring advanced knowledge. In addition to the duties outlined in the Library Technical Assistant I job description, these advanced technicians supervise Library Technical Assistant I and clerks. Advancement from Library Technical Assistant II to the Library Associate is dependent upon acquiring the Bachelors degree.

Typical Tasks:

1. Supervises the operation and maintenance of the circulation desk and performs any related tasks as necessary
2. Assists in general reference and other public service areas
3. Supervises and instructs in the use of audio-visual materials and equipment, including microforms
4. Supervises and performs a variety of tasks pertaining to acquisition, organization, preparation and preservation of library materials
5. Supervises the maintenance of serials and performs related tasks as necessary
6. Supervises Library Technical Assistants I and clerical staff

Requirements:

Experience: A minimum of two years in the Library Technical I classification with demonstrated proficiency in areas of advanced responsibilities

Special Skills: The Library Technical Assistant is expected to be proficient in clerical, oral and written communication skills and should be able to work effectively with staff and public

## Library Associate

The Library Associate performs library work involving a wide variety of duties; and/or supervises a library function. Work calls for specialized knowledge of subject field techniques, languages and/or specific functional knowledge of and experience or training in library procedures and systems. The Library Associate deals with a wide variety of situations including public and personal contacts and exercises independent judgment; makes decisions on complex or unusual problems with assistance of professional personnel.

Knowledge, Abilities, and Skills:

1. Knowledge of basic library principles and techniques, methods, sources and procedures
2. Ability to supervise subordinates
3. Ability to communicate effectively
4. Ability to establish and maintain effective relationships with colleagues and clientele

Typical Tasks:

Under professional guidance:
- supervises small branch and/or departmental library
- assists in collection development
- assists in special projects
- assists in the reference process
- performs original cataloging in area of subject competency

Position Title: Library Associate

Purpose and Scope:

The following responsibilities are assumed under the direction of a professional librarian:

In the reference function, assists library patrons in defining problems and obtaining information pertinent to problem solutions

Plans and selects library materials for the development of a collection in a subject area

Prepares research profiles and develops search strategy for literature searches

Selects library materials for the development of a reference collection

Assists in planning and implementing an instructional program in the use of the library

Works with other library personnel as assigned to solve problems related to the planning and implementation of a library public services department

Prepares bibliographies at a moderately high level of difficulty

Requirements:

Education: Bachelor's degree from an accredited 4-year institution; training in library procedures and utilization of library resources with a minimum total of 12 quarter hours courses dealing with collection development, the organization and philosophy of the library and bibliography and reference, or, experience noted below.

Experience: In lieu of the training specified above, the position requires one year of experience in library reference or collection development assignments.
NOTE: In-service training is required.

Special Skills: Understanding the purposes and objectives of higher education. Thinks and acts critically and creatively in the investigation and solution of problems. Makes satisfactory adjustment to change. Communicates effectively.

Relationships:

Internal: Continuous relationships with faculty, students and library personnel; works under daily guidance of professional librarians; frequently exercises independent judgment but makes decisions on complex or unusual problems with the assistance of a superior.

Supervision:

Supervises clerical workers and/or library technical assistants

Position Title: Catalog Assistant I (Library Associate)
This is an entry level position

Purpose and Scope:

Under general direction of Catalog Department Head; does original cataloging, classifying, and supportive operations especially in area of subject competancy to provide access to information for library users.

Principal Responsibilities:

Catalog and classify library materials with special emphasis upon those in area of subject competency
Supervise maintenance of shelf list and union catalog
Supervise on-job and in-service training for subordinates
Supervise reclassification projects
Assist supervisor in planning and coordinating catalog department operations as required

Requirements:

Education: Bachelor's degree with subject competency appropriate to specific assignment and supported by core courses in library science - especially cataloging
Experience: None required
Special Skills: Abiility to effectively relate to purposes of higher education

Relationships:

Internal: Regular contact with library staff and occasional contact with library users

Supervision of Personnel:

Supervises technical assistants, clerical employees and student assistants

Comments:

Job description is to be supplemented by general statement outlining the characteristics of the Library Associate

Position Title: Library Associate 3
Interlibrary Loan

Purpose and Scope:

To assist library patrons in obtaining materials needed for research but not available in the library's collection, under supervision of a designated reference librarian

Principal Responsibilities:

Process requests from faculty and graduate students for research materials not available in this library
Verify bibliographic citations and select location for borrowing through use of indexes, union lists and catalogs
Receive and process loan requests from other libraries
Supervise maintenance of proper files and records of transactions
Supervise work of clerical and student workers in book and records handling routines
Consult with supervisor or other librarians when necessary

Requirements:

Education: Bachelor degree and knowledge of basic bibliography and reference tools acquired through classroom instruction or one year's library work experience

Relationships:

Continuous contact with faculty, other library staff and with library users

Supervision of Personnel:

Supervises work performed by clerical and student assistants

## Fifth Year Graduate

### Knowledge

1. Have a knowledge and understanding of the philosophy, methodology, research, concepts, principles, vocabulary and literature of Library and Information Science.

2. Have an understanding of the principles of selection, acquisition, organization, preparation, preservation, interpretation, creation and dissemination of information.

### Skills and Abilities

1. Have the ability to identify, define, and solve problems and to collect, organize, and evaluate information that has a bearing on these problems, especially as they apply to library development and services.

2. Have an understanding of the principles of management and the ability to apply these principles to library operations.

3. Have the ability to work effectively with people.

### Typical Tasks

1. Participates in continuing evaluation of collection.
2. Selects library materials for collection development
3. Does original cataloging and classification
4. Plans, implements and supervises library operations
5. Performs reference services

## Public Library
(5th year)

Position Title: Regional Area Librarian

Purpose and Scope:

To provide an intermediate level of public library service which is between the local (county) library system level and the state resource center by means of material and services

To encourage cooperative public library projects not possible locally

Principal Responsibilities:

In cooperation with participating libraries, to develop a regional materials collection which supplements local systems

To advise and assist county library administrators in individual and collective programs

To maintain a comprehensive interlibrary loan system for participating libraries (by teletype) and to act as a connecting link to the state resource center

To maintain liaison between local library and other types of libraries in the region

To encourage innovative approach to public library service which is not possible in local libraries because of inadequate staff and budget

Requirements:

Education: 5th year library science degree
Experience: 3 - 5 years of public library experience with supervisory responsibil

Special Skills:

Ability to develop cooperative projects among participating libraries
Ability to conduct workshops and in-service training activities

Relationships:

Must be able to work effectively with individual library administrations upon request and with the collective regional system which does not fall in direct line of supervision

Supervision of Personnel:

4 clericals, 1 library associate, 1 media specialist

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## Community College Library
(5th Year)

Position Title: Head of Reader Services
Department: Library

Purpose and Scope:

Support the institution's instructional objectives by planning and administering Readers Service for the students and faculty.
Works under direction of Head Librarian

Principal Responsibilities:

Supervise and participate in evaluation of reference collection and the selection of materials for reference collection
Establish and evaluate policies, practices and routines for reference, circulation and interlibrary loan
Give reference assistance to faculty and students
Cooperate with and involve the academic community in selection and evaluation of reference materials
Plan and organize formal and informal library instruction for academic community
Plan operational and capital budget for Readers Services and recommend to Head Librarian
Conduct in-service training for Readers Services personnel

Requirements:

Education: MLS and 2-3 years experience in Readers Services
Special Skills: managerial ability or capacity to develop it. Ability to develop knowledge of community college objectives and procedures and to relate Readers Services program to these

Relationships:

Internal: Continuous contact with faculty, other library staff and with library users
External: Contact with professional colleagues in area to promote Readers Service: Contact with publishers representatives.

Supervision:

Has full supervisory responsibility over 11 people: 1 professional, 2 library associates, 3 LTA's and 5 clerks.

Position Title: Head, Large Community College Library

Purpose and Scope:

The Head Librarian, reporting to the Dean of Instruction, supervises the operation and development of the library program, with responsibility for the administration, supervision of staff, planning and administering the budget. This person must be constantly aware of the growth and development needs of the library in relationship to the campus, the community, and their projected programs.

Principal Responsibilities:

Plan and develop policies, procedures, services, and resources to meet, as effectively as possible, the curriculum needs of the college.
Develop and coordinate the library budget and all expenditure of funds
Responsibility for supervision of all Departmental Librarians
Make recommendations for change to the administration for needed improvements and expansion, and planning of new programs and facilities
Develop and coordinate systems of integrating the library and its resources with classroom instruction
Administer personnel regulations
Serve as a member of the Departmental Academic Council and the Faculty-Library Committee
To promote the library as a cultural center for the college and the community, and as a growing and vital part of college life

Requirements:

Education: Master of Library Science Degree
Experience: 5-8 years at the supervisory level
Special Skills: Understanding and application of the principles of management to library operation. Ability to work effectively with people. Understanding and appreciation of the concepts and objectives of the community college.

Relationships:

Internal: Contact with administrative personnel, faculty and library staff
External: Members of the professional and lay community

Supervision of Personnel:

Departmental Librarians

Position Title: Librarian I
Department: Technical Services
Pay Category: Unclassified
Rank: Faculty, Instructor - 12 months

Purpose and Scope:

The incumbent participates in evaluating, selecting, organizing and disseminating previously discovered knowledge as may be necessary for the pursuit of the educational objective of this community college's program. This entering level position of professional responsibility reports to the Assistant Librarian for Technical Services.

Principal Responsibilities:

1. Functioning cooperatively with members of the college community; identifies and procures materials which are appropriate to the college's curricula and programs
2. Participates in planning the policies of acquisition and organization of materials
3. Assists in the investigation and application of computer operations to technical services
4. Independently plans and implements the organization of effort needed for him to acquire and do original cataloging, classifying and indexing of multimedia materials
5. Supervises and plans the activities of the LTA's and clerks assigned to technical services
6. Serves on faculty committees and/or committees which require library participation
7. Assumes additional assignments as directed by the Assistant Librarian

Requirements:

Education: Masters level degree in the field of Librarianship
Experience: None
Special Skills and Knowledge: Ability to do original cataloging using the Library of Congress System. Knowledge of language skills used to meet the needs of computer operations and/or non-English language material use. Familiarity with library automation concepts including flow charting.

Relationships:

Internal: Continuous contact with library personnel. Transactional contact with the computer center personnel and the professional members of the college community.
External: Contact with suppliers, producers, and organizers of multimedia materials and the cataloging elements related to these.

Supervision:

Supervisory responsibility of LTA's and clerks associated with Technical Services

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## Library General Consultant Position Classification
(5th Year)

Purpose and Scope:

To provide general, basic, consultant services required by school, public, community college, and other libraries to assist them in improving library services and/or operations.

Principal Responsibilities:

1. Provides client libraries with basic advisory assistance, technical aid, and/or in-service training on matters involving general, basic areas of library performance common to many types of libraries
2. Works with governmental authorities and administrative personnel in libraries served to provide information and advice regarding governmental and administrative policy required to accomplish improvement of performance and to assist in planning programs for library development
3. Identifies needs for specialized consultant services and refers these to appropriate sources for help
4. Plans his own work, in coordination with other elements of the organization, and creates materials and other resources required for performance of these activities
5. Supervises the performance of staff directly assigned to assist him in performing his function

Requirements:

Education: Fifth year library degree with special competencies in educational methodology for in-service training, human relations, skills, management by objectives and library government and administration.

Experience: Not less than two year's experience in a library situation which has provided opportunities for working in several general areas of operation as: referenc reader's advisor, technical processes, staff development, administration, etc. Successful experience in working with people as individuals and groups.

Special Skills: Basic knowledge of the principles of and methods for effecting change. Basic knowledge of the principles of how people learn and proficiency in the skills of creating learning situations. Basic knowledge of and skill in working with governmental structure and administration. A high level of skills in human intercommunication. A high level capability to plan by objectives.

Relationships:

The consultant function entails a high degree of independent performance, and involves high level decision making at many points. The relationship between the consultant and the libraries serves is a staff relationship. The work of the general consultant is coordinated with that of the rest of his organization through the director of his division, to whom he reports.

Typical Tasks:

1. Establishes working relationships with libraries served
2. Identifies needs of client libraries for consultation services
3. Develops appropriate information, and plans and implements consultative services to meet specific identified needs
4. Assists clients in designing and/or implementing in-service programs when needed
5. Provides actual on-site assistance in organizing basic functions of client libraries, on occasion.
6. Creates resource materials to meet identified needs

## 5th Year Specialist

Position Title: Personnel and Budget Officer

Purpose and Scope:

To coordinate all personnel activity between the University Personnel Office, Student Placement, Professional Applicants and Library Supervisory Staff. To formulate and implement appropriate and realistic fiscal plans for operations. Reports to the Director of Libraries.

Principal Responsibilities:

Employment compensation: counsels with supervisors and determines position requirements. Generates job descriptions with supervisors. Reviews requisitions for Personnel and Student Placement. Coordinates entire recruiting process and pre-screens all candidates. Consults with Supervisors and Personnel in establishing pay rates. Performs organizational reviews of the library and makes recommendations as appropriate.

Training development: consults with department heads and supervisors to determine appropriate training programs. Generates programs and conducts training sessions. Coordinates performance appraisal system. Provides guidance with respect to professional development programs. Monitors all training including intern programs.

Employee relations: reviews complaints, grievances and suggestions of all employees. Mediates resolutions between library administration and other university departments. Develops indicators to measure morale, suggests appropriate actions and provides feedback to the library administration, Personnel and Student Placement. Consults and advises on interpersonal working relationships, transfers, separations and disciplinary actions. Exit interviews all quits and terminations for appropriate feedback--obtains terminal performance ratings.

Budget: assists Director and Assistant Directors in preparation of Budget Requests for operations of the following fiscal year, for long-range financial planning and for special projects as needed. Assists in the development of funds allocations to the departments and services of the library. Develops and maintains funds expenditure records. Prepares reconciliation of these records with reports developed by the Budget Office. Requests any necessary changes from the Budget and Comptroller's Office. Prepares monthly report of expenditures and projection of future expenditures for Director of Libraries. Prepares monthly budget status reports for all department needs.

Requirements:

Education: MBA
Experience: 2-5 years of appropriate experience
Special Skills: Good communicative (written and oral) skills required

Relationships:

Internal: Continuous interface with all supervisory, administrative and employee levels

External: Continuous contact with Personnel Department, Student Placement, Budget Office, and Comptroller's Office. Occasional contact with senior administrative officials.

## Media Librarian or Media Specialist

(This position is described for an academic institution,(community college) having separate departments of instructional media (audio-visual) and library services. These units may or may not be in the same larger unit or division. 8000 students are served.)

Purpose and Scope:

Study, research, and evaluate existing and potential media services needs of library users aiming toward library support of learning and instruction at the highest level possible.

Principal Responsibilities:

1. Identify, plan and recommend materials, equipment and facilities required to implement library media services programs
2. Work as library liaison to the instructional media department and to the faculty, both individually and in groups, to select materials and information collected and produced for instructional support which are to be made accessible to library services users
3. Plan with the technical services librarian the acquisition, organization and processing of non-print information coordinating such plans to the needs of the library public services areas and of instructional media
4. Plans with library circulation services personnel the operationsl details of circulating non-print media and equipment
5. Plan with library reader's services the details of organizing for retrieval of non-print information and information about non-print media to achieve integration of existing retrieval methods/systems of both instructional media and library services
6. Serve as library liaison to the instructional media department to secure and refine arrangements for major maintenance and repair of library audiovisual/electronic equipment
7. Plan and conduct in-service activities training personnel in the operation and simple maintenance of audio-visual-electronic information retrieval machines and system.
8. Disseminate information about non-print media available for purchase to library materials selectors and determines the priorities in purchase of these materials to stay within the prescribed budget
9. Work with library personnel responsible for publicizing library services to apprise library users of available media services, equipment and materials
10. Assist in planning the application of instructional technology methods and materials to instruction in library use and to library work training
11. Serves as a member of the inter-departmental library and instructional media council

Requirements:

Education: Master of L.S. with emphasis in the application of library techniques in non-print media services; course work in instructional technology and its applications to the learning process

or

Instructional Media Masters with library course work in acquisitions, organization, dissemination and retrieval of media

Experience: 2-4 years in a media oriented library program (or a library oriented media program)

Special Skills: High degree of skill in oral communication and the dynamics of interpersonal relationships. Skills in problem analysis and application of systems techniques in solutions

Media Librarian - cont'd

Relationships:

Internal: Continuous interaction with instructional media, library staff, and college faculty

External: Maintains community and professional contacts serving the needs of the position

Supervision:

None

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Librarian
(5th Year)

Position Title: Art Librarian (rank II)
Organization and Unit: Art library in university library system at an institution with an enrollment of 20,000 students

Purpose and Scope:

To be responsible for administration and operation of the Art Library (40,000 volumes in size) and for selection, storage, retrieval, interpretation, and dissemination of the Art Library materials in support of the university's academic programs and in response to research and study needs of library patrons. This person reports to the Assistant Director for Readers Services.

Principal Responsibilities:

Administration of the Art Library including budget preparation, planning and development of services, investigation of new equipment and techniques which can improve services and operations, training and supervision of staff, and coordination of Art Library objectives with those of the university departments, for effective fulfillment of its mission.

Selection of materials in all forms (books, periodicals, slides, microforms) for this unit in cooperation with other members of the university community, as appropriate

Determination of records or indexes needed for maximum utilization of Art Library materials and implementing their adoption

Interpreting Art Library collection to patrons through orientation programs, book lists, displays, exhibits, and reference, circulation, and interlibrary services

Training and supervision of four staff members to provide effective service to patrons

Preparation of work assignments and library schedules for this unit

Evaluation of supervised employees

Requirements:

Education: Master of Library Science degree, B.A. degree with Art or Art History major, reading knowledge of France. Equivalent education may be accepted.

Experience: Two years of academic library experience in reference work with some supervision and training of clerical staff or equivalent experience

Special Skills: Understanding of library resource use requirements of Art, Art History, Architecture and related academic programs and the ability to fulfill these needs. Ability to communicate clearly in verbal and written form.

Relationships:

Internal: Regular interaction with appropriate members of the library and university staffs and with library patrons

External: Direct and indirect contact with university departmental representatives on campus and with other libraries and agencies off campus

Supervision of Personnel:

Will supervise one Library Associate and three Library Technical Assistants

## Sixth Year Librarian/Specialist

The Senior Librarian and/or Senior Specialist function in high-level responsibilities which include but are not limited to administration. This person must possess superior knowledge of some aspect of librarianship or information science, or of other subject fields of value to the library.

### Knowledge, Skills and Abilities Required

Has relevant professional experience as well as qualifications beyond those required for admission to the first professional ranks. It is assumed that such advanced qualifications shall be held in some specialty, either in a particular aspect of librarianship or some relevant subject field.

Administrative responsibilities entail advanced knowledge and skills comparable to those represented by any other high-level specialty. Appointment to positions in high level administration requires a specialization in administration. Specialist responsibilities entail equal qualifications in a specialized area such as archives, bibliography, reference, information science.

### Examples of Responsibilities

1. Direct a medium-sized or larger library or a major department in a large library, or function within a given subject area displaying advanced knowledge and techniques.

2. Independently plan, organize, implement, and/or evaluate the program for which this person has responsibility such as public relations, business operation, continuing education, personnel.

3. Investigate new trends in specific program areas and test new techniques, materials and equipment for improvement of the operational functions.

Sixth Year

Position Title: Asst. Director of Libraries

Purpose and Scope:

To assume responsibility for the effective operation of a specific aspect of the library organization as delegated by the Chief Librarian; to make recommendations and reports to the Chief Librarian and to coordinate operations with other administrative and operational units; to aid in the determination of the library's objectives and to further explicate these objectives in terms of the specified area of responsibility.

Principal Responsibilities

To understand the library's objectives and implement these objectives by establishing sub-objectives or programs for achieving desired results; to identify long-term objectives for eventual implementation

To organize the staff into effective operational units in terms of the objectives; and to directly supervise immediate subordinates

To communicate the organizational objectives to all staff levels using a variety of communication modes aimed at different conceptual levels

To establish methods for evaluating results of the various programs using both quantitative and qualitative measures

To identify significant problem areas and determine techniques for collecting adequate, relevant data on each problem

To evaluate this information and seek possible solutions to a problem

In conference with appropriate staff members, select and implement that solution which seems most appropriate

To inform subordinates, peers, and superiors of changes which affect operations or objectives external to this area

In cooperation with the personnel officer, to define positions and select new staff members

To conduct written and oral evaluations of all subordinates

To recommend promotions, demotions, and terminations of immediate subordinates, and aid them in evaluating their subordinates

In cooperation with the budget officer, to identify financial support needed for staff, programs, and materials

To recommend necessary changes in physical environment in terms of physical lay-out, replacement or addition of equipment, and possible renovation, assigning $ amounts where needed and recommending minimal specifications for equipment

In cooperation with the total staff, to develop acceptable channels of communicatio for transmitting positive and negative statements on policies

To develop and/or identify appropriate in-service training and continuing education for all staff levels; and to participate in relevant educational processes both as student and as instructor or resource person

Through continued involvement in appropriate professional activities and awareness of the state of the art gained through relevant current publications and activities, to continuously consider the impact and relevance of new ideas and technologies on the operations of this library and to recommend changes or innovations when deemed appropriate

Requirements:

Education: Master's degree in library science; sixth year degree or certificate in a library science/ cognate field program or relevant continuing education in any of its forms

Experience: Five years of successful experience including at least two years as a department head in a large institution or as assistant librarian in a small institution

Special Skills: Evidence of both task and human orientation as reported in recommendations received in support of the application and as revealed in the interview process

Sixth Year - cont'd

Relationships:

Internal: Major contact with institutional administrative hierarchy, other library staff members, and groups of users

External: Professional associations and organizations, including those other than library groups; civic organizations and visitors

Supervision of Personnel:

Direct supervision of all __x__ department heads; indirect supervision of __x__ departmental staff members

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## Large Public Library

Position Title: Director of Libraries (Senior Librarian)

Purpose and Scope:

The director, under the general supervision of the library board, is responsible for the administration of the entire library system. This responsibility includes the dissemination of knowledge through the professional utilization of library resourc In cooperation with other city units the director of libraries facilitates the extension of the resources of library system to the entire legal community.

Principal Responsibilities:

1. To develop policies, services and resources to meet the immediate and long-range goals of the library and community
2. To independently plan, organize, implement, and evaluate the entire library's operation
3. To employ effective management techniques in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operations
4. To continually analyze relevant influencing factors, such as the legal, physical and statistical aspects and their effect on the library's operation
5. To provide open avenues for the critical review of library operations, such as acquisitions, circulation, personnel management, and financial administration
6. To direct the administration of personnel regulations; the review of staff performance; and to approve new staff appointments, promotions and dismissals
7. To direct investigation of new trends in specific library programs and facilitate testing of new techniques, materials and equipment for improvement of the library's operational function
8. To serve as the official representative of the library system in all actions that are legally binding upon the city
9. To direct the administration of a library in-service training program, and to provide for the continuous upgrading of library personnel through the encouragement of continuing education
10. To encourage staff participation in professional societies, associations and activities at all levels

Requirements:

Education: An advanced master's degree in library science with a concentration in administration, in addition to a master's degree in library science from an ALA accredited program

Experience: A minimum of five years at the professional librarian level, with at least three years of administrative responsibility in a medium-sized or large public library

Comments:

The director of libraries is expected to be in continuous control of the library system; to be able to effectively communicate with the library community, both staff and public; and to be a leader in the community while serving as the official representative of the library.

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## Library Specialist
(Chicano Studies Librarian)

Purpose and Scope:

Under specific policy guidelines established in the Program Memorandum, is responsible for selection, acquisition, organization, creation, and dissemination of knowledge in the area of Chicano studies. The incumbent must concern himself with the interrelated parts of the complex network of activities which comprise the bibliographical and other media needs of the Chicano Studies Program users in the University.

Principal Responsibilities:

Plan and implemant a library program for the following categories of educational programs to be undertaken by the University for Chicano students

1. remedial work in development of skills and attitudes needed for future success in academic environment
2. developing the resources needed for the student's vocational and occupational skills
3. development of resources needed for inculcating advanced academic and professional skills
4. development of a general research collection in the area of Chicano culture
5. develop a program for assistance of the Chicano student and student of Chicano culture which employs a minimal amount of patron time

Requirements:

Education: Master of library science degree; master's degree in appropriate subject field, e.g., Latin-American culture, sociology, anthropology, romance languages, or geography; Certificate of Advanced Studies in area of Latin American librarianship

Experience: Circa 5 years experience as professional librarian in the general area of Latin American bibliography

Special Skills: Fluent reading, writing, speaking ability in the Spanish language ability to plan, organize, direct, staff, coordinate and budget a comprehensive library program for the Chicano Studies Program

Relationships:

Internal: Responsible for overseeing that program undertaken is in line with Program Memorandum and calls for continuous monitoring of whole staff of associated bibliographers, reference specialists, catalogers, and supportive staff which are assigned to the Chicano Studies Program

External: Responsible for continually monitoring the program and acting as liaison between the teaching staff and research staff in the Chicano Studies Program to insure that library programs and teaching programs are in line with each other

Supervision of Personnel:

Is the Program Officer for the library in the Chicano Studies area and is responsible for all staff assigned to that area. See Program Memorandum for specific personnel assigned.